

**COLLEGE OF CRIMINAL JUSTICE
SAM HOUSTON STATE UNIVERSITY**

**CJ 730
SEMINAR IN ORGANIZATION THEORY**

SYLLABUS

Fall 2007

**Tuesdays, 12:00 PM to 3:00 PM
Room A205**

**Dr. Larry T. Hoover
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**Office Hours:
Monday, 2:00 p.m. - 5:00 p.m.
Tuesday, 9:00 a.m. - 12:00 noon.**

A. Course Description

Catalogue: An examination of organizational thought with application to criminal justice. Analysis of the developmental state of organizational theory, including historical derivations and the implication to various theoretical bases for organization functioning.

Supplemental: The initial class meetings will be devoted to providing an overview of the development of organizational theory. Subsequent class meetings will focus on issues particularly germane to the administration of criminal justice, including discussion of the application of current management approaches, from “In Search of Excellence” to Knowledge Management.

B. Readings

Five readings are required for the course:

1. Ott, J.S., Parks, S.J., & Simpson, R.B. (2008). *Classic Readings in Organizational Behavior*. Fourth Edition. Belmont, CA: Wadsworth.
2. Stojkovic, S., Kalinich, D. and Klofas, J. (2004). *The Administration and Management of Criminal Justice Organizations*. Fourth Edition. Prospect Heights, IL: Waveland Press.
3. Collins, J. (2001) *Good to Great: Why Some Companies Make the Leap, and Others Don't*. New York: HarperCollins.
4. Bolman, L. G. and Deal, T. E. (2003). *Reframing Organizations*. Third Edition. San Francisco: Jossey-Bass.
5. Rainey, H.G. (2003) *Understanding and Managing Public Organizations*. Third Edition. San Francisco: Jossey-Bass.

C. Examinations

Readings number one (Ott) and number two (Stojkovic) will be covered on an open-book examination on **September 18th**. Essay questions in the style of compare and contrast will be included. Incomplete questions can be turned in by 5:00 pm on September 21st for 80% credit.

Reading number three (Collins) will be a take home examination, distributed on September 18th, due on **October 2nd**.

Reading four (Bolman) will be covered on an in-class objective examination **October 30th**. Reading five (Rainey) will also be covered on an in-class examination **December 4th**. Additional guidelines regarding all of the examinations will be distributed in class.

D. Required Research

A paper of fifteen to twenty double spaced pages excluding bibliography is required. A one page outline and bibliography is due on **October 9th** (e-mail is acceptable) for topic approval/critique. The outline should be typed, and include at least ten bibliographic citations. Hand in two copies, one will be returned to you for your reference. Sample outlines are on reserve in the library.

Topics should be relatively narrow in scope. A twenty-page paper cannot adequately address “systems theory and criminal justice.” Papers should link an issue in organizational theory to criminal justice administration. This may be done either in terms of the system as a whole, or a component of it.

Papers are due on **November 13th**. Hand in two copies. Five points will be deducted per week if either the outline or paper is late. Points will be deducted as well for significant variation from the stipulated fifteen to twenty pages.

Proper style, format, and referencing are required. Use the *APA Manual of Style*. Grammar and syntax should reflect graduate level work; references should include preponderantly recent journal and monograph citations – basing a paper upon standard undergraduate texts is not acceptable. In all instances, references should include citations to works outside criminal justice literature; e.g., a paper on performance evaluation should include citations from the journal *Personnel Administration*. Extensive use of the SHSU Library is essential to sufficiently review the general literature pertaining to an administrative issue applied to criminal justice. Your opinions regarding a topic are not appropriate for inclusion in the paper; this is a library research paper—never use the personal pronoun, “I,” just review and summarize the literature.

Exemplary papers are on reserve in the library.

E. Grading

Exam One	20%
Exam Two	20%
Exam Three	20%
Paper	30%
Attendance/Participation/Presentation	10%

F. Class Schedule

The classroom time of the course is designed to supplement, complement, and clarify the readings ---in that order of priority. Classroom time will parallel but not reiterate the readings. As in all courses, a predetermined schedule should be regarded as flexible.

Session	Date	Topic
1.	August 21	Orientation, <i>Organization Theory in Context</i>
2.	August 28	<i>The Evolution of Organizational Theory</i>
3.	September 4	<i>The Evolution of Organizational Theory (con't)</i>
4.	September 11	<i>Guidelines for Writing A Research Paper</i> <i>Guidelines for Using PowerPoint®</i>
5.	September 18	Examination: Ott and Stojkovic
	September 25	No Class (Take Home Examination, Good to Great)
6.	October 2	Focus Issue One, <i>In Search of Excellence</i> Take Home Examination, Good to Great, Due
7.	October 9	Focus Issue Two, <i>Theory Z and Japanese Mgt.</i> (Paper Outline Due)
8.	October 16	Focus Issue Three, <i>Total Quality Management</i>
9.	October 23	Focus Issue Four, <i>The Impact of Distributed Computing</i>
10.	October 30	Examination: Bolman and Deal
11.	November 6	Focus Issue Five, <i>The Current Decade: Knowledge Management and The Learning Organization</i>
12.	November 13	Student Paper Presentations (Paper Due)
13.	November 20	Student Paper Presentations
14.	November 27	Student Paper Presentations
15.	December 4	Examination: Rainey

G. Summary of Due Dates

September 18	-	Exam 1 (Compare & Contrast, Ott & Stojkovic)
October 2	-	Exam 2 (Collins take home due)
October 9	-	Paper outline
October 30	-	Exam 3 (Bolman & Deal)
November 13	-	Paper
December 4	-	Exam 4 (Rainey)

H. Course Objectives

Substantive:

1. Trace the evolution of thought in organization theory through the various “schools” including scientific management, principles approach, motivational, contingency, systems, and knowledge management.
2. Describe the key components of organization theory applied to organizational structure, decision making, role of management, and human resource optimization.
3. Link recent approaches to organizational development, including but not limited to Total Quality Management, Knowledge Management, The Learning Organization, and “Good to Great” organizations, to core organization theory principles.
4. Trace the evolution of research addressing the effectiveness of varying approaches to organizational development.
5. Describe the impact of the “information revolution” upon organizational management.
6. Identify the distinguishing characteristics organization theory as applied to public administration.
7. Describe the distinctive characteristics of organization theory as applied to the administration of criminal justice agencies.

Methodological:

8. Develop familiarity with the literature base addressing the application of organization theory to criminal justice.
9. Develop skills in analyzing the import of research upon criminal justice operations.
10. Write a methodologically sound research paper on the application of organization theory to criminal justice.

I. SHSU Policy Statements

Academic Honesty: The faculty of the College of Criminal Justice expects students to conduct their academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University.

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion – the unauthorized collaboration with another person in preparing work offered for credit, the abuse of resource materials, and misrepresentation of credentials or accomplishments as a member of the College.

The University's policy on academic honesty and appeal procedures can be found in the manual entitled Student Guidelines, distributed by the Division of Student Services. (Reference Section 5.3 of the SHSU Student Guidelines).

Remember that “recycling” previously written research papers is a form of academic dishonesty. Confer with the instructor if you plan to use previous research as a baseline for a paper in this course.

Disabilities: Students with a disability that affects their academic performance should arrange a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired. The physically impaired may contact the Director of the Counseling Center as chair of the Committee for Continuing Assistance for Disabled Students by telephone (ext. 1720).

Attendance: Attendance and participation is weighted at 10% of the course grade. Unless extenuating circumstances exist, students are expected to attend every class session. The instructor should be informed in advance of absences that can be anticipated.

Student Absences on Religious Holiday: Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Make-Up Exams: An examination should be missed only in the event of illness or other truly extenuating circumstances. The instructor should be informed in advance. A make-up examination will be arranged on a case-by-case basis.